

NOLB Minimum Standards Evidence Guidance

Local Authorities (LA) have worked collaboratively to create this document to provide examples of evidence for Participant Eligibility, Characteristics, Circumstances, Progression & Outcomes at an attempt to ensure there is a minimum standard / benchmark across all LA for No One Left Behind activity. **Please note, this is only guidance with examples, it's at the LA discretion if they decide to tighten or relax the types of acceptable evidence.**

V	Date	Summary of Update(s)	Author
1	06/10/2022	-	Dundee City Council & Clackmannanshire Council
2	02/12/2022	<ul style="list-style-type: none"> Inclusion of Data Hub Extract for Further / Higher Education and Outcomes and Employment, FE / HE, School Follow Ups 	Dundee City Council & Clackmannanshire Council
3	02/03/2023	<ul style="list-style-type: none"> Removal of 'valid and unexpired' from UK Passport for Right to Live & Work in UK i.e. expired passports can be accepted 	Dundee City Council & Clackmannanshire Council
4	25/04/2023	<ul style="list-style-type: none"> Creation of Version Control Addition of electronic signatures following feedback from Scottish Government Inclusion of Data Hub Extract for Participant Eligibility (Reside in Scotland & Working Age) and Progression & Outcomes (Initial Employment Information, Further / Higher Education and Outcomes and School) 	Dundee City Council, Clackmannanshire Council & Renfrewshire Council

- Evidence should be dated within twelve (12) months of the participant start date – with the exception of a benefit letter when issued over a prolonged period (i.e. ESA Letters) and where valid and unexpired identification is being provided (i.e. Passport; Driving Licence; Birth Certificate; NI Card / Letter)
- Participant / staff electronic signatures are acceptable as an alternative to wet signatures. LA's may decide to accept email confirmation as an electronic signature rather than purchasing a software e.g. DocuSign
- Retention periods – awaiting information from Scottish Government

Participant Eligibility, Characteristics, and Circumstances	Definition	Evidence examples may include but are not limited to:
Reside in Scotland	Participant must reside in the Local Authority Area – as per grant offer letter	<ul style="list-style-type: none"> • UK Driving Licence (Full or Provisional) • Desktop or Smart Device Screen shot(s) / print off(s) from a client's UC Online Account • Bank Statement • Utilities Bill • Letter from Local Authority • Other Verification from a Public / Statutory Body (e.g. DWP, SQA, NHS, etc.) • Data Hub extract
Working Age	Participants who are within six months of their school leaving date, up to 67 years (pensionable age) – as per grant offer letter	<ul style="list-style-type: none"> • UK Driving Licence (Full or Provisional) • Passport • National Identity Card (EU) • Birth Certificate • Other Verification from a Public / Statutory Body (e.g. DWP, SQA, NHS etc.) • Proof of Age Cards that display the DOB; include the PASS hologram; and/or have been issued by a government agency / Public / Statutory body e.g. Young Scot Card, Citizen Card, etc. • UK Residence Permit Card • Verification the individual is in receipt of a Working Age Benefit (e.g. Award Letter / Correspondence from DWP / JCP, Desktop or Smart Device Screen shot(s) / print off(s) from a client's UC Online Account, etc.) • Data Hub extract

Right to Live & Work in UK	Participant must have the legal right to live and work in the UK – as per grant offer letter	<ul style="list-style-type: none"> • UK Passport • UK Birth / Adoption Certificate • NI Card or Letter confirming NI No. • Previous Contract of Employment confirming NI No. • P45 confirming NI No. • Previous wage slip confirming NI No. • P60 confirming NI No. • Correspondence from HMRC / DWP / JCP / Pension Service with NI No. • Award Letter confirming the individual is in receipt of State Benefits / Pension • Desktop or Smart Device Screen shot(s) / print off(s) from a client's UC Online Account • Correspondence from DWP / JCP / Pension Service confirming the individual is in receipt of State Benefits / Pension • Non-EU Passport - must be valid, unexpired and endorsed 'indefinite leave to remain – proceed' (settled status) OR includes work or residency permits OR visa stamps (unexpired) AND all related conditions met • Identity Card issued by the Home Office in place of a visa - confirming the individual's right to stay, work or study in the UK • Residency permit for foreign nationals • EU, EEA & Swiss Nationals Settlement Status – print out from the Home Office Right to Live & Work Checking Service demonstrating 'settled' or 'pre-settled' status • Marriage / Civil Partnership certificate (provided that it can be evidenced that the individual's partner has a legal right to live in the UK) • If an Asylum Seeker - Copy of individual's Application Registration Card (ARC) • If a Refugee: <ul style="list-style-type: none"> ➤ a Residency Permit Card with the status of Refugee ➤ a Home Office letter confirming status and permission to work ➤ a Home Office Certificate of Identity ➤ a benefits notification letter ➤ an Immigration Status Document ➤ Ukrainian – UK approved Visa ➤ Ukrainian – Valid Ukrainian International Passport (or an Expired Ukrainian International Passport with a formal extension stamp issued by the Ukrainian Government), endorsed with a 6-month entry stamp from UK Border Force officials ➤ Ukrainian – a Residency Permit Card with the status of Ukrainian Scheme
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Participant Characteristics & Circumstances	As per the Shared Measurement Framework Data Guidance	<ul style="list-style-type: none"> Participant declaration as part of a detailed registration and assessment process (with the exception to the participant's age, as this must be evidenced as per <i>Working Age</i> above)
Child Poverty Information	As per the Shared Measurement Framework Data Guidance	<ul style="list-style-type: none"> Participant declaration as part of a detailed registration and assessment process

Progression & Outcomes	Definition	Evidence examples may include but are not limited to:
Initial Employment Information	As per the Shared Measurement Framework Data Guidance	<ul style="list-style-type: none"> Offer of Employment Contract of Employment Payslip Employer or Participant declaration. This may include but is not limited to: <ul style="list-style-type: none"> ➤ A signed declaration form ➤ Email confirmation ➤ Key Worker case notes with details of declaration from employer or participant (e.g. telephone call) Data Hub extract
Other Progression (Work experience / Volunteering)	As per the Shared Measurement Framework Data Guidance	<ul style="list-style-type: none"> Participant training plan Health & Safety Assessment Attendance records Participant reviews Correspondence with participant, employers, partners, etc. Case notes of participant contact, support, etc.
Accredited Training & Outcomes (Courses expected to last less than one academic year)	As per the Shared Measurement Framework Data Guidance	<ul style="list-style-type: none"> Copy of Certificate Participant declaration. This may include but is not limited to: <ul style="list-style-type: none"> ➤ Participant signed declaration form ➤ Participant email ➤ Key Worker case notes with details of declaration from participant (e.g. telephone call)
Further / Higher Education and Outcomes (Courses expected to last at least one academic year)	As per the Shared Measurement Framework Data Guidance	<ul style="list-style-type: none"> Offer from Training Provider Copy of Certificate Training Provider or Participant declaration. This may include but is not limited to: <ul style="list-style-type: none"> ➤ A signed declaration form ➤ Email confirmation

		<ul style="list-style-type: none"> ➤ Key Worker case notes with details of declaration from training provider or participant (e.g. telephone call) • Data Hub extract
School	As per the Shared Measurement Framework Data Guidance	<ul style="list-style-type: none"> • School or Participant declaration. This may include but is not limited to: <ul style="list-style-type: none"> ➤ A signed declaration form ➤ Email confirmation ➤ Key Worker case notes with details of declaration from school or participant (e.g. telephone call) • Data Hub extract
Employment, FE / HE, School Follow Ups	As per the Shared Measurement Framework Data Guidance	<ul style="list-style-type: none"> • Offer of Employment / Training • Contract of Employment • Payslip • Employer, Training Provider, School or Participant declaration. This may include but is not limited to: <ul style="list-style-type: none"> ➤ A signed declaration form ➤ Email confirmation ➤ Key Worker case notes with details of declaration from employer, training provider, school or participant (e.g. telephone call) • Data Hub extract